Attachments

The attached NRS Tables are for state use only.

Table 1- Participants by Entering Educational Functioning Level, Ethnicity, and Sex

Table 2–Participants by Age, Ethnicity and Sex

Table 3-Participants by Type and Age

Table 4-Educational Gains and Attendance by Educational Functioning Level

Table 5-Core Follow-up Outcomes Achievement

Table 6-Participant Status and Program Enrollment

Table 7-Adult Education Personnel by Function and Job Status

Table 8-Outcomes for Adults in Family Literacy Programs (Optional)

Table 9-Outcomes for Adults in Workplace Literacy Programs (Optional)

Table 10-Outcomes for Adults in Correctional Education Programs (Optional)

Table 11-Secondary Outcome Measures (Optional)

Missouri Adult Education and Literacy Enrollment Form

Missouri Adult Education and Literacy Data Quality Assurance

STATE:

Table 1

Participants by Entering Educational Functioning Level, Ethnicity and Sex

Enter the number of participants* by educational functioning level, ethnicity,*** and sex.**

Entering Educational Functioning Level	American Indian or Alaskan Native		Asian		Black or African American		Hispanic or Latino		Native Hawaiian or Other Pacific Islander		White		Total
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)
ABE Beginning Literacy													
ABE Beginning Basic Education													
ABE Intermediate Low													
ABE Intermediate High													
ABE Subtotal													
ASE Low													
ASE High													
ASE Subtotal													
ESL Beginning Literacy													
ESL Beginning													
ESL Intermediate Low													
ESL Intermediate High													
ESL Low Advanced													
ESL High Advanced													
ESL Subtotal													
Total													

Table 2
Participants by Age, Ethnicity and Sex

Enter the number of participants by age,* ethnicity, and sex.

Age Group (A)	American Indian or Alaskan Native		Asian		Black or African American		Hispanic or Latino		Native Hawaiian or Other Pacific Islander		White		Total
	Male (B)	Female (C)	Male (D)	Female (E)	Male (F)	Female (G)	Male (H)	Female (I)	Male (J)	Female (K)	Male (L)	Female (M)	(N)
16-18													
19-24													
25-44													
45-59													
60 and Older													
Total													

Table 3
Participants by Program Type and Age

Enter the number of participants by program type and age.

Program Type (A)	16-18 (B)	19-24 (C)	25-44 (D)	45-59 (E)	60 and Older (F)	Total (G)
Adult Basic Education						
Adult Secondary Education						
English-as-a-Second Language						
Total						

Table 4
Educational Gains and Attendance by Educational Functioning Level

Enter number of participants for each category listed, total attendance hours, and calculate percentage of participants completing each level.

Entering Educational Functioning Level (A)	Total Number Enrolled (B)	Total Attendance Hours (C)	Number Completed Level (D)	Number who Completed a Level and Advanced One or More Levels (E)	Number Separated Before Completed (F)	Number Remaining within Level (G)	Percentage Completing Level (H)
ABE Beginning Literacy							
ABE Beginning Basic Education							
ABE Intermediate Low							
ABE Intermediate High							
ASE Low							
ASE High*							
ESL Beginning Literacy							
ESL Beginning							
ESL Intermediate Low							
ESL Intermediate High							
ESL Low Advanced							
ESL High Advanced							
Total							

Table 5
Core Follow-up Outcome Achievement

Enter the number of participants for each of the categories listed and calculate the percentage achieving each outcome.

Core Follow-up Outcome Measures	Number of Participants with Main or Secondary Goal	Number of Participants Included in Survey (Sampled and Universe)	Number of Participants Responding to Survey or Used for Data Matching	Response Rate or Percent Available for Match	Number of Participants Achieving Outcome	Weighted Average Percent Achieving Outcome
(A)	(B)	(C)	(D)	(E)	(F)	(G)
Entered Employment*						
Retained Employment**						
Obtained a GED or Secondary School Diploma***						
Entered Postsecondary Education or Training****						

Table 6
Participant Status and Program Enrollment

Enter the number of participants for each of the categories listed.

Participant Status on Entry into the Program (A)	Number (B)
Disabled	849
Employed	10,092
Unemployed	
Not in the Labor Force	
On Public Assistance	
Living in Rural Areas*	
Program Type	
In Family Literacy Programs**	
In Workplace Literacy Programs**	
In Programs for the Homeless**	
In Programs for Work-based Project Learners**	
Institutional Programs	
In Correctional Facilities	
In Community Correctional Programs	
In Other Institutional Settings	
Secondary Status Measures (Optional)	
Low Income	
Displaced Homemaker	
Single Parent	
Dislocated Worker	
Learning Disabled Adults	

Table 7
Adult Education Personnel by Function and Job Status

Enter an unduplicated count of personnel by function and job status.

Function (A)	Adult Education Personnel		Unpaid Volunteers (D)
	Total Number of Part-time Personnel (B)	Total Number of Full-time Personnel (C)	
State-level Administrative/ Supervisory/Ancillary Services			
Local-level Administrative/ Supervisory/Ancillary Services			
Local Teachers			
Local Counselors			
Local Paraprofessionals			

Table 8
Outcomes for Adults in Family Literacy Programs (Optional)

Enter the number of participants in family literacy programs for each of the categories listed.

Core Follow-up Outcome Measures (A)	Number of Participants with Main or Secondary Goal (B)	Number of Participants Included in Survey (Sampled and Universe) (C)	Number of Participants Responding to Survey or Used for Data Matching (D)	Response Rate or Percent available for Match (E)	Number of Participants Achieving Outcome (F)	Weighted Average Percent Achieving Outcome (G)
Completed an Educational Functioning Level *						#DIV/0!
Entered Employment						#DIV/0!
Retained Employment						#DIV/0!
Obtained a GED or Secondary School Diploma						#DIV/0!
Entered Postsecondary Education or Training						#DIV/0!
Increased Involvement in children's education						#DIV/0!
Help more frequently with school						#DIV/0!
Increased contact with children's teachers						#DIV/0!
More involved in children's school activities						#DIV/0!
Increased involvement in children's literacy activities						#DIV/0!
Reading to children						#DIV/0!
Visiting library						#DIV/0!
Purchasing books or magazines						#DIV/0!

Table 9
Outcomes for Adults in Workplace Literacy Programs (Optional)

Enter the number of participants in workplace literacy programs for each of the categories listed.

Core Follow-up Outcome Measures (A)	Number of Participants with Main or Secondary Goal (B)	Number of Participants Included in Survey (Sampled and Universe) (C)	Number of Participants Responding to Survey or Used for Data Matching (D)	Response Rate or Percent available for Match (E)	Number of Participants Achieving Outcome (F)	Weighted Average Percent Achieving Outcome (G)
Completed an Educational Functioning Level*						#DIV/0!
Entered Employment						#DIV/0!
Retained Employment						#DIV/0!
Obtained a GED or Secondary School Diploma						#DIV/0!
Entered Postsecondary Education or Training						#DIV/0!

Table 10
Outcomes for Adults in Correctional Education Programs (Optional)

Enter the number of participants in correctional education programs for each of the categories listed.

Core Follow-up Outcome Measures (A)	Number of Participants with Main or Secondary Goal (B)	Number of Participants Included in Survey (Sampled and Universe) (C)	Number of Participants Responding to Survey or Used for Data Matching (D)	Response Rate or Percent available for Match (E)	Number of Participants Achieving Outcome (F)	Weighted Average Percent Achieving Outcome (G)
Completed an Educational Functioning Level*						#DIV/0!
Entered Employment						#DIV/0!
Retained Employment						#DIV/0!
Obtained a GED or Secondary School Diploma						#DIV/0!
Entered Postsecondary Education or Training						#DIV/0!

Table 11
Secondary Outcome Measures (Optional)

Enter the number of participants for each of the categories listed.

Secondary Outcome Measures (A)	Number of Participants with Main or Secondary Goal or Status (B)	Number of Participants Obtaining Outcome (C)	Percentage Achieving Outcome (D)
Achieved work-based project learning goal			#DIV/0!
Left public assistance			#DIV/0!
Achieved citizenship skills			#DIV/0!
Increased involvement in children's education*			#DIV/0!
Increased involvement in children's literacy activities*			#DIV/0!
Voted or registered to vote			#DIV/0!
Increased involvement in community activities			#DIV/0!

(SAMPLE) Missouri Adult Education and Literacy Student Enrollment Form (SAMPLE)

Class Name _____ **Class-code** _____ **Teacher** _____

LAST NAME   FIRST NAME   MI   (____) ____ - ____   SOCIAL SECURITY NUMBER
                                                       PHONE

ADDRESS   CITY   ST   ____ / ____ / 2 0 ____
                                                       ENROLLMENT DATE

Gender ☐M ☐F   **Enrolled in AEL classes before?** ☐Y ☐N   **HS OR GED Graduate?** ☐Y ☐N   **Birthdate** ____ / ____ / 1 9 ____

EMail _____   **Last Grade Completed:** ☐7 ☐8 ☐9 ☐10 ☐11 ☐12

RACE (CHECK ONE)

☐ ASIAN
☐ AFRICAN-AMERICAN OR BLACK
☐ HISPANIC/LATINO
☐ WHITE
☐ AMERICAN INDIAN OR ALASKAN NATIVE
☐ NATIVE HAWAIIAN OR PACIFIC ISLANDER

HOW DID YOU LEARN OF THIS PROGRAM? (CHECK ONE)

☐ NEWSPAPER
☐ POSTER
☐ RADIO
☐ SCHOOL
☐ FAMILY
☐ FRIENDS
☐ SERVICE AGENCY _____
☐ DROP OUT REFERRAL

LAST SCHOOL DISTRICT ATTENDED: _____

OR CHECK ONE:
☐ HOME SCHOOL
☐ UNKNOWN
☐ OUT OF STATE
☐ OUT OF COUNTRY

CHECK ALL CATEGORIES THAT APPLY:

☐ IMMIGRANT ADULT
☐ EMPLOYED ADULT
☐ UNEMPLOYED ADULT
☐ NOT IN LABOR FORCE
☐ ON PUBLIC ASSISTANCE
☐ LOW INCOME
☐ DISLOCATED WORKER
☐ SINGLE PARENT
☐ STATE CORRECTIONAL FACILITY

☐ DISABLED ADULT
☐ LEARNING DISABLED ADULT
☐ HOMELESS ADULT
☐ LIVE IN RURAL AREA (UNDER 2,500)
☐ RETIRED
☐ DISPLACED HOMEMAKER
☐ PROBATION & PAROLE
☐ LOCAL CORRECTIONAL FACILITY

PRIMARY GOAL: CHECK ONE

☐ IMPROVE BASIC SKILLS
☐ DRIVER'S LICENSE
☐ PERSONAL GOAL
☐ HELP CHILDREN/SCHOOL
☐ OBTAIN EMPLOYMENT
☐ IMPROVE EMPLOYMENT
☐ OBTAIN GED/HS DIPLOMA
☐ COLLEGE/TRAINING
☐ CITIZENSHIP

☐ MILITARY
☐ ENGLISH LANGUAGE

SECONDARY GOAL: CHECK ONE

☐ OBTAIN EMPLOYMENT
☐ IMPROVE EMPLOYMENT
☐ OBTAIN GED/HS DIPLOMA
☐ COLLEGE/TRAINING
☐ PERSONAL GOAL
☐ CITIZENSHIP
☐ MILITARY
☐ FAMILY GOAL

Student Enrolled As: (As a minimum, select "ESL Student" or "Adult Secondary Education Student")
A   ESL Student
B   Basic Education or Adult Secondary Education Student
C   Family Literacy or Even Start Student
D   Workplace Literacy Student

CASAS Results
Reading   Scale Score_____
Math   Scale Score_____
Listening   Scale Score_____
Writing   Scale Score_____

TABE RESULTS

Reading

Comp	Level	Form

Math

Level	Conc	Level	Form

Language

Exp	Level	Form

Standard Scores for Official GED Practice Test

Writing	Social Studies	Science	Reading	Math	Total
_____	_____	_____	_____	_____	_____

It is understood that I will attend class a minimum of 12 hours.
I give my consent for information from my file to be released for law enforcement purposes, employment opportunities, scholarship applications, and/or other legitimate purposes.

☐ **Yes**   ☐ **No**

_____   _____
Student Signature   Date

Emergency Contact:

NAME   _____
Phone Number   _____
Relation   _____

MISSOURI ADULT EDUCATION AND LITERACY DATA QUALITY ASSURANCE FORM

PROGRAM NAME: _____   DATE: _____

Instructions:

- Please burn a copy of you ACES.mdb database and mail it to the state office. It must arrive in the state office on or before July 31.

- Please check one of the options below, sign the document, and mail it with the ACES.mdb.

_____ **My signature below is acknowledgment that the data on the enclosed CD accurately represents enrollments, assessments, and exits for our program for Fiscal Year _____, and the state database accurately reflects the same data.**

_____ **My signature below is acknowledgment that the data on the enclosed CD accurately represents the enrollments, assessments, and exits for our program for Fiscal Year _____, but the state database does not accurately reflect the same data.**

Director's Signature _____.